



DoD Training for FPDS-NG Migration

FPDS-NG System Administration

20 April 2006

Defense Manpower Data
Center



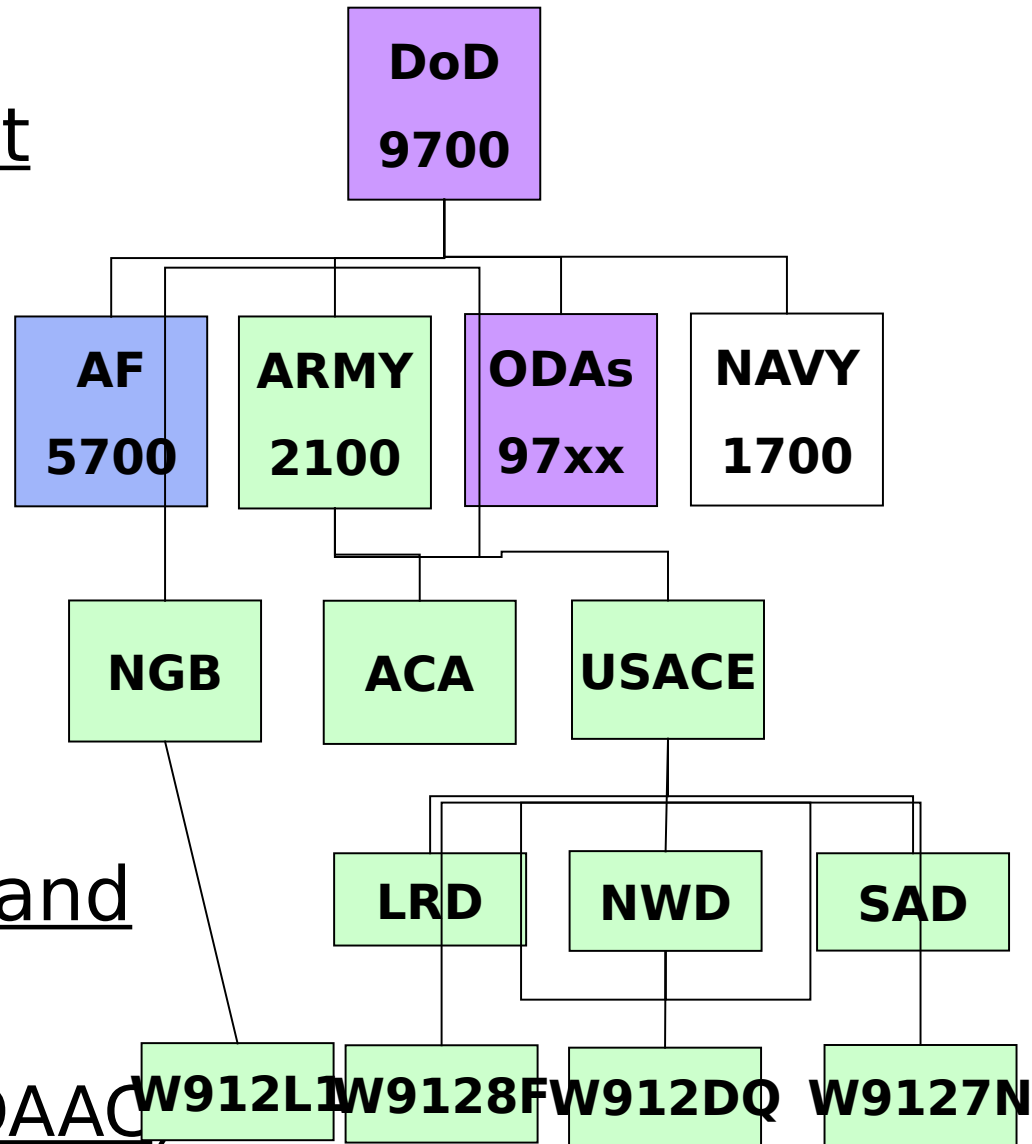
Department

Agency

Command

Sub-Command

Office (DODAAC)



Three Types of NG Users

- **Public User** – Web Access
 - Anyone can be a Public User
 - Delay Seeing DoD CARs Due to OPSEC for 90 Days
- **GOV User** – Web or Machine-to-Machine Access
 - Primarily Machine-to-Machine Access for DoD Users
 - DoD SYSADMINs and Report Users Have Web Access
 - DoD Users Are Created From an Existing DoD USERID
 - DoD Users See All DoD Draft and Approved CARs
 - Non-DoD Users Delay Seeing DoD CARs for 90 Days
- **SYS User** – Machine-to-Machine Access
 - Contract Writing System UserID
 - Maximum 5 SYSADMIN UserIDs Identified

Information Needed to Create SYS User

- *Service/Agency – AF, Army, DLA, etc.*
- *Contract Writing System Acronym*
- *Command and/or Sub-Command*
- *DODAAC – Office Code*
- *First and Last Name of each SYSADMINs*
 - Maximum of 5 SYSADMINs
- Phone Number of each SYSADMIN
- Email Address of each SYSADMIN



<https://www.fpds.gov> - FPDS-NG : DODADMIN [Home Page] - Microsoft... File Edit View Favorites Tools Help

FPDS Next Generation Logged in as: DODADMIN Advanced Search GO Help Log Off

Awards	Basic IDVs	Transactions/ Modifications	System Administration	Reports
Delivery / Task Order Against IDV	FSS	Corrections	Users	Standard Reports
Purchase Order	GWAC	Void	Locations <ul style="list-style-type: none">PlaceCountry	Ad Hoc Reports
Definitive Contract	BOA	Modifications	Organizations <ul style="list-style-type: none">DepartmentAgencyFunding & Contracting Offices	
BPA Call	BPA		Service Classifications <ul style="list-style-type: none">NAICSPSCClaimant ProgramSystem Equipment	
	IDC		Data Ownership	

Awards Inbox

- [Draft Awards \(0\)](#)
- [Final Awards \(2\)](#)
- [Error Awards \(0\)](#)
- [Unsaved Awards \(0\)](#)
- [Template Awards \(0\)](#)

IDV Inbox

- [Draft IDVs \(0\)](#)
- [Final IDVs \(0\)](#)
- [Error IDVs \(0\)](#)
- [Unsaved IDVs \(0\)](#)
- [Template IDVs \(0\)](#)

[About FPDS-NG](#)



FPDS-NG : DAVIDSOB [User Management] - Microsoft Internet ...

File Edit View Favorites Tools Help

HOME Advanced Search GO Log Off

New Search Save Enable Disable User Priv Clear Close Help

User Information.

User ID:*

Password:*

Confirm Password:*

Start Date (mm/dd/yyyy): 04/18/2006

End Date (mm/dd/yyyy):

Is Logon User ☒

Select a User Type

Gov User

Public User

Sys User

Personal Information

First

Name/Initial:*

Middle

Name/Initial:

Family/Last Name:*

Phone No:

Phone Ext:

Fax:

Email Address:*

Receive Email Notification ☒

Title:

Government User Information

Agency ID:* 9700

Contracting Office ID:

Rank ID:

Routing Symbol:

Room No:

Supervisor ID:



https://www.fpds.gov - FPDS-NG : DAVIDSOB [User Manageme...

File Edit View Favorites Tools Help

HOME Advanced Search GO Log Off

New Search Save Enable Disable User Priv Clear Close Help

User Information.

User ID:*	STEVEN.ANTHONY@SA2100_SILL
Password:*	
Confirm Password:	
Start Date (mm/dd/yyyy):	10/01/2004
End Date (mm/dd/yyyy):	
Is Logon User	<input checked="" type="checkbox"/>

Select a User Type

Gov User

Public User

Sys User

Personal Information	Government User Information
First Name/Initial:*	Agency ID:*
STEVEN	2100
Middle Name/Initial:	Contracting Office ID:
	W9124L
Family/Last Name:*	Rank ID:
ANTHONY	
Phone No:	Routing Symbol:
580-442-6214	
Phone Ext:	Room No:
Fax:	Supervisor ID:
Email Address:*	
steven.anthony@us.army.mil	
Receive Email Notification	
<input checked="" type="checkbox"/>	
Title:	



https://www.fpds.gov - FPDS-NG : DAVIDSOB [User Privileges]...

File Edit View Favorites Tools Help

Available Privileges		Current User Privileges
<input type="checkbox"/> AGENCY SYSTEM ADMINISTRATOR		<input type="checkbox"/> CONTRACTING OFFICE ADMINISTRATOR
<input type="checkbox"/> ADHOC REPORTS		<input type="checkbox"/> ADHOC REPORTS
<input type="checkbox"/> VIEW		<input type="checkbox"/> VIEW
<input type="checkbox"/> ADMINISTRATIVE REPORTS		<input type="checkbox"/> ALERT
<input type="checkbox"/> GET		<input type="checkbox"/> CREATE
<input type="checkbox"/> SCHEDULE		<input type="checkbox"/> AWARD
<input type="checkbox"/> SEND		<input type="checkbox"/> APPROVE
<input type="checkbox"/> ALERT		<input type="checkbox"/> CREATE
<input type="checkbox"/> CREATE		<input type="checkbox"/> DELETE
<input type="checkbox"/> AWARD		<input type="checkbox"/> ISCOMPLETE
<input type="checkbox"/> APPROVE		<input type="checkbox"/> MODIFY
<input type="checkbox"/> CORRECT		<input type="checkbox"/> UPDATE
<input type="checkbox"/> CREATE		<input type="checkbox"/> VALIDATE
<input type="checkbox"/> DELETE		<input type="checkbox"/> CONTRACTING OFFICE
<input type="checkbox"/> ISCOMPLETE		<input type="checkbox"/> UPDATE

Save Close Help

SYSADMINs May Exist At Each Level

- Department
- Agency
- Command
- Sub-Command
- Contracting Office (DODAAC)

SYSADMIN Must Be at Office Level

- Assigns Every UserID and User Privileges
- SYSTEM USERID Requires SYSADMIN UserID
- Assist Users in Reporting CARs via Web Access

Create UserID For Ease of Identification

Fname.Lname@SA2100.SILL

- User First Name (dot) Last Name (@)
- SA – Identify User as SystemAdmin
- 2100 – Identify Agency ID
 - Use 1700 Navy, 2100 Army, 5700 AF
 - 97xx Other Defense Agencies
- SILL – Identify Office or DODAAC



https://www.fpds.gov - FPDS-NG : DODADMIN [User Managemen...

File Edit View Favorites Tools Help

[HOME](#) [Advanced Search](#) [GO](#) [Log Off](#)

[New](#) [Search](#) [Save](#) [Enable](#) [Disable](#) [User Priv](#) [Clear](#) [Close](#)

[Help](#)

User Information.

User ID:*	SPS2100_ACA_SR_FORT_SILL	Select a User Type Gov User Public User Sys User
Password:*	<input type="password"/>	
Confirm Password:	<input type="password"/>	
Start Date (mm/dd/yyyy):	11/30/2004	
End Date (mm/dd/yyyy):	<input type="text"/>	
Is Logon User	<input checked="" type="checkbox"/>	

System User Information

Agency ID:*	2100	...
Contracting Office ID:	W9124L	...
Administrators		
	STEVEN.ANTHONY@SA2100 SILL	...
	<input type="text"/>	...
	<input type="text"/>	...
	<input type="text"/>	...
	<input type="text"/>	...



Create SYS User For Easy Identification

SPS2100_ACA_SR_FORT_SILL

- SPS - Identify Software System
 - Use SPS, COINS, PADDS, etc.
- 2100 - Identify Agency ID
 - Use 1700 Navy, 2100 Army, 5700 AF
 - 97xx Other Defense Agencies
- ACA_SR - Identify Command (optional)
- FORT_SILL - Identify Office or DODAAC

Multiple Government User Types for DoD

- **Reports User**
 - Runs Standard Reports / ADHOC Reports via web access
 - Cannot Report or Correct a CAR
- **Contracting Specialist**
 - Creates CAR Prior to Award
 - Validates the Business Rules and Has an Error-Free CAR
 - CANNOT Approve/Sign the CAR
- **Contracting Officer**
 - Approves and Signs the CAR
- **SYSADMIN User**
 - Creates UserIDs and Assists with CAR Reporting Issues
- **Each User Has Privileges of Previous User Level**



<https://www.fpds.gov> - FPDS-NG : DAVIDSOB [User Selection] - ...

File Edit View Favorites Tools Help

User Selection

Select	User ID	User Type	User Name
<input type="radio"/>	BARBARA.LAFALCE@RPT97F2.DODEAHQ	GOVERNMENT	BARBARA LAFALCE
<input type="radio"/>	DOMINICK.PECORA@RPT97F2.DODEAE	GOVERNMENT	DOMINICK PECORA
<input type="radio"/>	INGE.SEYMOUR@RPT97F2.DODEAE	GOVERNMENT	INGE SEYMOUR
<input type="radio"/>	JAMES.STOOPS@RPTS1700	GOVERNMENT	JAMES STOOPS
<input type="radio"/>	JEAN.MARTIN@RPTS2100.TACOM	GOVERNMENT	JEAN MARTIN
<input type="radio"/>	JOHN.SHACKELFORD@RPT97F2.DODEAHQ	GOVERNMENT	JOHN SHACKELFORD
<input checked="" type="radio"/>	JOSEPH.SANTILLO@RPTS2100.TOBYHANNA	GOVERNMENT	JOSEPH SANTILLO
<input type="radio"/>	KATHIE.POTTER@RPT97F2.DODEAHQ	GOVERNMENT	KATHIE POTTER
<input type="radio"/>	KATHY.SARTAIN@RPT97F2.DODEAHQ	GOVERNMENT	KATHY SARTAIN
<input type="radio"/>	LORRAINE.ALIISON@RPT97F2.DODFAHQ	GOVERNMENT	LORRAINE ALIISON

19 out of 19 items found

Find items that match the following criteria:

User ID:	%RPT	First Name:	
User Type:	GOVERNMENT	Last Name:	
Agency ID:	9700	Contracting OfficeID:	
Organization Name:		Rank ID:	
Routing Symbol:		Supervisor User ID:	
Start Date:		End Date:	

Select
Cancel
Search
Clear
Help



https://www.fpds.gov - FPDS-NG : DAVIDSOB [User Managemen...

File Edit View Favorites Tools Help

HOME Advanced Search GO Log Off

New Search Save Enable Disable User Priv Clear Close Help

User Information.

User ID:*	JOSEPH.SANTILLO@RPTS2100.TOBYHA	Select a User Type <input type="button" value="Gov User"/> <input type="button" value="Public User"/> <input type="button" value="Sys User"/>
Password:*		
Confirm Password:		
Start Date (mm/dd/yyyy):	10/01/2005	
End Date (mm/dd/yyyy):		
Is Logon User	<input checked="" type="checkbox"/>	

Personal Information

First Name/Initial:*	JOSEPH
Middle Name/Initial:	A
Family/Last Name:*	SANTILLO
Phone No:	570-895-7517
Phone Ext:	DSN 795-7517
Fax:	
Email Address:*	joseph.santillo@tobyhanna.army
Receive Email Notification	<input checked="" type="checkbox"/>

Government User Information

Agency ID:*	2100	...
Contracting Office ID:	W25G1V	...
Rank ID:		
Routing Symbol:		
Room No:		
Supervisor ID:		...



https://www.fpds.gov - FPDS-NG : DAVIDSOB [User Privileges] ...

File Edit View Favorites Tools Help

Available Privileges		Current User Privileges
<input type="checkbox"/> AGENCY SYSTEM ADMINISTRATOR		<input type="checkbox"/> WEBPORTAL
<input type="checkbox"/> ADHOC REPORTS		<input type="checkbox"/> REPORTS
<input type="checkbox"/> VIEW		<input type="checkbox"/> CONTRACTING OFFICER/SPECIALIST
<input type="checkbox"/> ADMINISTRATIVE REPORTS		<input type="checkbox"/> ADHOC REPORTS
<input type="checkbox"/> GET		<input type="checkbox"/> VIEW
<input type="checkbox"/> SCHEDULE		<input type="checkbox"/> GOVERNMENT REPORTS
<input type="checkbox"/> SEND		<input type="checkbox"/> GET
<input type="checkbox"/> ALERT		<input type="checkbox"/> SCHEDULE
<input type="checkbox"/> CREATE		<input type="checkbox"/> SEND
<input type="checkbox"/> AWARD		<input type="checkbox"/> PUBLIC REPORTS
<input type="checkbox"/> APPROVE		<input type="checkbox"/> GET
<input type="checkbox"/> CORRECT		<input type="checkbox"/> SCHEDULE
<input type="checkbox"/> CREATE		<input type="checkbox"/> SEND
<input type="checkbox"/> DELETE		<input type="checkbox"/> WEBPORTAL
<input type="checkbox"/> ISCOMPLETE		<input type="checkbox"/> REPORTS

Save Close Help

Create UserID For Ease of Identification

Fname.Lname@RPT2100.SILL

- User First Name (dot) Last Name (at)
- RPT – Identify User as Reports ONLY
- 2100 – Identify Agency ID
 - Use 1700 Navy, 2100 Army, 5700 AF
 - 97xx Other Defense Agencies
- SILL – Identify Office or DODAAC

USER PRIVs Makes a Contracting Specialist

- Can Create CARs
 - Purchase Orders, Definitive Contracts
 - Indefinite Delivery Vehicles (BPAs, BOAs and IDCs)
 - Orders/Calls Under Indefinite Delivery Vehicle Contracts
 - GSA federal schedule, NASA SEWP III, etc.
- Can Create Contract Modifications
- Can Execute Business Rules Validations
- Cannot CORRECT an APPROVED CAR
- Can UPDATE a DRAFT CAR with New Data
- Cannot APPROVE a CAR



CONTRACTING SPECIALIST

<https://www.fpds.gov> - FPDS-NG : DAVIDSOB [User Privileges]...

File Edit View Favorites Tools Help

Available Privileges		Current User Privileges
<input type="checkbox"/> AGENCY SYSTEM ADMINISTRATOR		<input type="checkbox"/> CONTRACTING OFFICER/SPECIALIST
<input type="checkbox"/> ADHOC REPORTS		<input type="checkbox"/> AWARD
<input type="checkbox"/> VIEW		<input type="checkbox"/> CREATE
<input type="checkbox"/> ADMINISTRATIVE REPORTS		<input type="checkbox"/> DELETE
<input type="checkbox"/> GET		<input type="checkbox"/> ISCOMPLETE
<input type="checkbox"/> SCHEDULE		<input type="checkbox"/> MODIFY
<input type="checkbox"/> SEND		<input type="checkbox"/> UPDATE
<input type="checkbox"/> ALERT		<input type="checkbox"/> VALIDATE
<input type="checkbox"/> CREATE		<input type="checkbox"/> IDV
<input type="checkbox"/> AWARD		<input type="checkbox"/> CREATE
<input type="checkbox"/> APPROVE		<input type="checkbox"/> DELETE
<input type="checkbox"/> CORRECT		<input type="checkbox"/> ISCOMPLETE
<input type="checkbox"/> CREATE		<input type="checkbox"/> MODIFY
<input type="checkbox"/> DELETE		<input type="checkbox"/> UPDATE
<input type="checkbox"/> ISCOMPLETE		<input type="checkbox"/> VALIDATE

Save Close Help

USER PRIVs makes a Contracting Officer

- Can Create CARs
 - Purchase Orders, Definitive Contracts
 - Indefinite Delivery Vehicles (BPAs, BOAs and IDCs)
 - Orders/Calls Under Indefinite Delivery Vehicle Contracts
 - GSA federal schedule, NASA SEWP III, etc.
- Can Create Contract Modifications
- Can Execute Business Rules Validations
- Cannot CORRECT an APPROVED CAR
- Can UPDATE a DRAFT CAR with New Data
- Can APPROVE a CAR – Major Difference



CONTRACTING OFFICER

<https://www.fpds.gov> - FPDS-NG : DAVIDSOB [User Privileges ...]

File Edit View Favorites Tools Help

Available Privileges		Current User Privileges
<input type="checkbox"/> AGENCY SYSTEM ADMINISTRATOR		<input type="checkbox"/> CONTRACTING OFFICER/SPECIALIST
<input type="checkbox"/> ADHOC REPORTS		<input type="checkbox"/> AWARD
<input type="checkbox"/> VIEW		<input type="checkbox"/> APPROVE
<input type="checkbox"/> ADMINISTRATIVE REPORTS		<input type="checkbox"/> CREATE
<input type="checkbox"/> GET		<input type="checkbox"/> DELETE
<input type="checkbox"/> SCHEDULE		<input type="checkbox"/> ISCOMPLETE
<input type="checkbox"/> SEND		<input type="checkbox"/> MODIFY
<input type="checkbox"/> ALERT		<input type="checkbox"/> UPDATE
<input type="checkbox"/> CREATE		<input type="checkbox"/> VALIDATE
<input type="checkbox"/> AWARD		<input type="checkbox"/> IDV
<input type="checkbox"/> APPROVE		<input type="checkbox"/> APPROVE
<input type="checkbox"/> CORRECT		<input type="checkbox"/> CREATE
<input type="checkbox"/> CREATE		<input type="checkbox"/> DELETE
<input type="checkbox"/> DELETE		<input type="checkbox"/> ISCOMPLETE
<input type="checkbox"/> ISCOMPLETE		<input type="checkbox"/> MODIFY

Save Close Help



BUSINESS TRANSFORMATION

Questions





**BUSINESS
TRANSFORMATION**

BUSINESS TRANSFORMATION AGENCY

DoD Training for FPDS-NG Migration

System Administration - Back-up Information